



## New Jersey Department of Children and Families Policy Manual

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Issuance:	900	<b>SPRU Payment and Leave</b>	

### SPRU Staff Payments, Benefits, and Determinations

#### Payment for Serving the After-Hours Response System 7-5-2011

Employees who serve the Department's After-Hours Response System are paid at varying rates, based on the nature of the services provided. SPRU staff are compensated as Special Services employees.

SPRU timekeeping is documented in the DCF Electronic Cost Accounting and Timesheet System, e-CATS. See DCF Home Page > Human Resources > eCATS > DCF eCATS SPRU Training.

Falsification of time declared can result in immediate termination from DCF After-Hour Response System service. Further discipline may be taken against the employee in accordance with Civil Service Commission guidelines.

#### Deadline for Submitting SPRU Time Sheets in E-CATS 7-5-2011

The deadline for submitting approved SPRU timesheets via e-CATS is close of business the Thursday after the pay period ends, unless the Office of Human Resources notifies of an earlier date due to an early payroll closing.

To provide sufficient time for SPRU Coordinator review and approval - which might entail hand-calculations, case reviews, etc. - SPRU after-hours response staff submit their timesheets to their SPRU Coordinator or designee by no later than that Wednesday, 12 noon. Coordinators/designees submit the approved SPRU timesheets by the deadline, close of business Thursday.

If SPRU staff find they have omitted or miscalculated their SPRU time, they may submit corrections within the next pay period.

#### Pay Check Issuance 7-5-2011

The Special services supplemental payroll is paid every other week, on off-pay weeks.

SPRU Worker, SPRU Supervisor, and IAIU After-Hours Supervisor paychecks are delivered to the DCF office where the employee regularly works.

## **Payment for SPRU Workers 7-5-2011**

SPRU Workers are compensated for:

- Each shift served on-call (shift pay); AND
- Actual time spent on assignments ("Active Hours").

## **On-Call Shift Pay 7-5-2011**

SPRU Workers providing primary coverage earn a flat fee per 8-hour shift on-call.

Week nights are two shifts -- 5 p.m. to 12:59 a.m., and 1 a.m. to 8:59 a.m. the next day. Weekend days and State holidays are three shifts each, 9 a.m. to 4:59 p.m., 5 p.m. to 12:59 a.m., and 1 a.m. to 8:59 a.m. the next day.

SPRU work weeks begin 1 a.m. Saturday morning, and end 12:59 a.m. the following Saturday morning.

### Shift Pay for Back-Up SPRU Work

When SCR makes an assignment to a Back-Up SPRU Worker, the Back-Up SPRU Worker earns active hour pay while working on the assignment (III S 1400.6) and payment compensation for one 8-hour on-call shift. Shift pay is awarded whether or not the SPRU Worker puts him or herself on-call to SCR for additional assignments during the remainder of that shift.

The shift is counted against the SPRU Worker's on-call six (6) shift per week limit, within the overall nine (9) shift per week maximum. See [CP&P-II-D-1-400](#), Six (6) Shift Maximum. Thus, a SPRU Worker may not serve as a Back-Up Worker if, upon accepting an assignment from SCR, his or her on-call time for that SPRU work week would exceed the six shift maximum allowed. See also [CP&P-II-D-1-400](#) Nine (9) Shift Maximum On-Call Service Per SPRU Work Week, Including Work as Scheduled SPRU Buddy.

### No Shift Pay for SPRU Worker "Buddy"

When a SPRU Worker is activated as a "Buddy," the SPRU Worker serving as the Buddy earns active hour pay only: Shift payment is not awarded for SPRU Buddy coverage.

As shift pay is not provided, service as a Buddy is not counted against the SPRU Worker's six shift per SPRU work week limit. However, if the Buddy is serving on-call for a county SPRU operation that regularly schedules SPRU Buddies, the shift does "count" toward the nine shift limit: SPRU Workers may only serve on SPRU for a total of nine (9) on-call shifts per SPRU work week, regardless of the number of assignments handled, the number of county SPRU operations served, or the SPRU Worker capacity (on-call Primary Worker, activated Back-Up, or on-call Buddy). See [CP&P-II-D-1-400](#), Nine (9) Shift Maximum On-Call Service Per SPRU Work Week, Including Work as SPRU Buddy.

## **Payment for Active Hours Served      7-5-2011**

Payment for SPRU Workers to compensate for active hours served is calculated from the first hour served, as illustrated herein:

- SPRU Workers who are active, full-time CP&P employees in non-exempt ("NE") titles -- the Family Service Specialist series, FSS I or FSS II -- are paid their overtime rate, based on a 40-hour work week.
- SPRU Workers who are active, full-time CP&P employees in exempt, non-limited positions ("NL" titles), are paid a weighted hourly rate, which is dependent upon their full-time annual salary, the hours worked SPRU for a given pay period, and other factors.

Time worked on assignments from SCR is counted in, and rounded up to, the nearest tenth of an hour for active-hour payment calculation purposes.

For the first call received in an 8-hour shift, SPRU Workers are compensated for a minimum of one-half hour, while additional time worked will be counted in tenths of an hour.

SPRU Coordinators or their designees approve SPRU hours declared in the e-CATS application, upon assuring that the time claimed is accurate and appropriate.

## **Active Hour Pay for Case Work Completed Beyond End of On-Call Shift      7-5-2011**

SPRU Workers earn active hour pay while completing necessary case work and/or "paperwork" which extends beyond the end of their on-call shifts of duty. SPRU Workers are not entitled to additional on-call shift pay, however, while completing tasks.

Casework activities extending beyond the close of an on-call shift of duty, for which active hour pay may be accrued, include:

- Field work, including continued attempts to contact client families, see [CP&P-II-D-2-300](#), Attempted Field Contacts;
- Telephone work/follow up;
- Consultation with SPRU Supervisor or IAIU After-Hours Supervisor;
- Handling call backs from SCR;
- Completion of required forms/documentation (both paper and electronic).

See [CP&P-II-D-2-300](#), Field Work Beyond End of SPRU Duty.

Active hour pay may not be accrued after the start of the regular CP&P work day (9 a.m.).

## **Activities which Comprise "Active Hours" for Pay Determination      7-5-2011**

Following, is a listing of activities for which a SPRU Worker may be compensated by "Active Hour" pay. The SPRU Coordinator, upon approving the SPRU Worker's time

submitted for pay purposes, makes a determination that each claim is reasonable and appropriate, based on the nature of the case/SPRU assignment. A review of the SPRU Worker Case Summary Sheet, CP&P Form 9-26, submitted by the SPRU Worker to justify use of his or her time, may help guide the SPRU Coordinator's review.

Activities for which a SPRU Worker may declare "active hours worked" for active-hour payment compensation purposes (activities conducted after hours) include:

- Accepting the assignment (obtaining intake information from the SCR Screener),
- Documenting the CPS investigation (use DCF Form 2-1, Investigation Summary), or response to the CWS assignment (use DCF Form 3-1, CWS Assessment Summary);
- Consulting the SPRU Supervisor, IAIU After-Hours Supervisor, SCR Screener, assigned (day) Worker or Supervisor, or other CP&P or DCF staff, as appropriate, for quality case handling, including reporting child deaths or near fatalities/critical incidents. See [CP&P-IX-D-1-100](#), Critical Incident Reporting, and [CP&P-VII-A-1-100](#), Child Fatality and Near Fatality Reporting;
- Seeking a NJ SPIRIT search, police checks, and LO Manager approval when placing children with relatives or family friends after hours;
- Telephone contacts/outreach/intervention with clients, substitute care providers, law enforcement officers, helping professionals, and/or collateral information sources associated with/necessary for appropriate SPRU case handling;
- Transportation to and from field contacts/attempted contact with client families, law enforcement, helping professionals, substitute care providers, and family resources associated with/necessary for appropriate SPRU case handling;
- Conducting field work beyond the end of the SPRU on-call shift (see [CP&P-II-D-2-300](#), SPRU Worker Responsibility for Completing Case Assignment, and [CP&P-II-D-2-300](#), Field Work Beyond End of SPRU Duty); and
- Completing all paperwork/electronic documentation and associated forms, as required, to document SPRU Worker intervention. See [CP&P-II-D-2-900](#), Documentation of SPRU Intervention.

Activities conducted by SPRU Workers which are reimbursed through on-call shift time, rather than accrual of active hours for active-hour payment purposes, include:

- Contacting SCR to register for coverage or to change availability (from/to telephone from/to cell phone);
- Time spent waiting for call-backs on cases handled (e.g., awaiting calls from SCR, SPRU Supervisor, SPRU Buddies, the police or other professionals involved with a case, clients, etc.). Exceptional situations/hardships -- e.g., awaiting a call-back from the police in the middle of the night, an activity which is keeping the SPRU Worker from repose -- may be conferenced with the SPRU Coordinator for consideration of active-hour payment compensation;

Transportation to and from the Local Office to pick up/drop off a State car while conducting SPRU field work. See [CP&P-II-D-1-400](#), State of Readiness;

Transportation to and from the Local Office to submit and/or process electronic or paper reports, forms, and related documents.

### **Pay for SPRU Supervisors 7-5-2011**

SPRU Supervisors earn a flat fee per 8-hour shift serving on-call, regardless of the number of situations handled, if any, or the extent of documentation required while on-call to the DCF After-Hours Response System.

(Week nights are two shifts -- 5 p.m. to 12:59 a.m., and 1 a.m. to 8:59 a.m. the next day. Weekend days and State holidays are three shifts each, 9 a.m. to 4:59 p.m., 5 p.m. to 12:59 a.m., and 1 a.m. to 8:59 a.m. the next day.)

Unlike SPRU Workers, SPRU Supervisors are not paid for "active hours" served.

There is no limit on the shifts a SPRU Supervisor may serve per pay period or per SPRU work week.

Pay is contingent on the individual SPRU Supervisor's documentation of services rendered. See [CP&P-II-D-1-500](#), SPRU Supervisor Documentation Requirements.

### **Pay for IAIU After-Hours Supervisors 7-5-2011**

IAIU After-Hours Supervisors earn a flat fee per 8-hour shift serving on call, regardless of the number of situations handled, if any, or the extent of documentation required to document direction given to SPRU while on-call to the Department of Children and Families' After-Hours Response System.

(Week nights are comprised of two shifts -- 5 pm to 12:59 a.m.; and 1 a.m. to 8:59 a.m. the next day. Weekend days and State holidays are three shifts each -- 9 a.m. to 4:59 p.m.; 5 p.m. to 12:59 a.m.; and 1 a.m. to 8:59 a.m. the next day.)

IAIU After-Hours Supervisors (serving the DCF After-Hours Response System) are not paid for "active hours" served.

There is no limit on the number of shifts an IAIU Supervisor may serve after hours per pay period or per SPRU work week.

Pay is contingent on the individual IAIU Supervisor's timely completing and submitting IAIU Form 6-2, IAIU Supervisor Log (After-Hours Response).

### **Double Compensation Strictly Prohibited 7-5-2011**

Employees shall have no other paid occupation (i.e., shall not be working for pay or other compensation) while serving on call for SPRU in any capacity - SPRU Worker, scheduled SPRU Buddy, SPRU Supervisor, or After-Hours IAIU Supervisor.

Employees may not serve the State of New Jersey simultaneously in more than one paid capacity. (The only exception is staff who serve the DCF After-Hours Response

System on paid State holidays, whereby it is permissible for staff to be in paid status on holiday leave while simultaneously earning Special Services pay working SPRU or screening at SCR.)

For After-Hours Response System purposes, this rule means that an employee may NOT serve on SPRU for Special Services pay while simultaneously working at their full-time day job.

- Thus, for example, an employee may not work/accrue overtime on a day case while on-call for SPRU, because he or she would be paid twice for serving DCF in two capacities at the same time (SPRU on-call shift pay, while simultaneously earning overtime pay or other compensation).

A SPRU Worker (or an on-call SPRU Buddy, serving a county operation which schedules a SPRU Buddy on a regular, daily basis) cannot claim shift pay for any SPRU shift for which he or she was partially or fully unavailable to work SPRU. The employee must inform the SPRU Coordinator, if he or she was partially or fully unavailable to work SPRU during a scheduled shift.

A SPRU Supervisor cannot claim shift pay for any SPRU shift for which he or she was partially or fully unavailable to work SPRU. The employee must inform the SPRU Coordinator, if he or she was partially or fully unavailable to work as a SPRU Supervisor during a scheduled shift.

In addition, an employee may not work simultaneously in more than one After-Hours Response System position, whether or not he or she is paid for one or both positions held. Examples include:

- An employee may not be scheduled and serve on-call as a SPRU Worker for more than one county at the same time (whether serving as a Primary SPRU Worker or the county's designated Back-Up SPRU Worker, even if one or both positions are unpaid).
- An employee may not be scheduled and serve on-call as a SPRU Worker and a SPRU Supervisor or an IAIU After-Hours Supervisor simultaneously, even if serving different county SPRU operations.
- An employee may not be scheduled and serve on-call as a SPRU Supervisor and an IAIU After-Hours Supervisor simultaneously.
- An employee may not accept a Buddy assignment while serving on-call as a Primary or Back-Up SPRU Worker. (SPRU Supervisor approval is needed for any exceptions.)
- An SCR Screener serving the DCF After Hours System may not serve simultaneously as a SPRU Worker, a SPRU Supervisor, or an IAIU After-Hours Supervisor.

See [CP&P-II-D-1-300](#), Arranging Coverage to Prevent Simultaneous Service.

## **Sick Leave**

### **Sick Leave for SPRU Workers 1-28-2013**

The following rules apply to sick leave as it pertains to SPRU:

- SPRU staff, while working after hours as Special Services employees, are not entitled to sick leave benefits in accordance with DCF Human Resource policy.
- Employees who call in "sick" to their day time DCF/CP&P job, or leave work ill -- i.e., unscheduled use of sick leave time -- may not work the 5 p.m. or 1 a.m. SPRU shifts that night.
  - SPRU staff scheduled to work that night are responsible for securing coverage for their shift(s).
  - SPRU Coordinators may assist with securing coverage, if necessary.

Exceptions: Employees who call in "sick" to their day time CP&P job may work SPRU that night, if the unscheduled sick leave was used for:

- a) An immediate family member, rather than the employee -- e.g., to care for a sick child or a spouse/civil union partner; or
  - b) Bereavement -- e.g., to attend a funeral, a wake, or pay a condolence call.
- Employees may work SPRU at night if sick leave time used during that work day was scheduled and approved through e-CATS in advance, and/or pre-approved by their day-time Supervisor (e.g., an employee uses sick leave for a doctor's appointment which could not be scheduled during non-business hours).
  - On weekends or State holidays, employees who call in "sick" to their day time DCF/CP&P job the preceding day, or leave work ill, can work the 9 a.m. SPRU shift the next day (i.e., Saturday or the State holiday), if able. If not able to work SPRU, the employee is responsible for finding coverage.

### **SPRU Staff Become Sick While On Duty      7-5-2011**

SPRU staff who become ill while serving the DCF After-Hours Response System, or who must withdraw from service immediately due to a personal emergency, are responsible for securing coverage for incomplete shift(s).

- The respective SPRU Supervisor may be contacted to assist with identifying a replacement SPRU Worker.
  - If the county has a scheduled Back-Up SPRU Worker, SCR contacts that Worker, and advises him or her that he or she is assuming primary coverage, and entitled to on-call shift pay.
- For SPRU Supervisors who become ill, SCR or the SPRU Supervisor scheduled for work contacts the next scheduled SPRU Supervisor, and asks if he or she is willing to provide coverage. Other Supervisors on the monthly roster are contacted, as necessary, until a SPRU Supervisor, willing to work and available for duty, is identified.
- For IAIU After-Hours Supervisors who become ill, SCR or the IAIU After-Hours Supervisor scheduled for work contacts the next scheduled IAIU After-Hours Supervisor, and asks if he or she is willing to provide coverage. Other



Supervisors on the monthly roster are contacted, as necessary, until an IAIU After-Hours Supervisor, willing to assume and available for duty, is identified.

Contact DCF Human Resources, Cost Center 941, for assistance with filing a claim or to clarify procedures.

### **Workers' Compensation                      8-1-2011**

SPRU Workers are eligible to apply for Workers' Compensation, should an injury occur while working in the field (SPRU).

Review and approval of a Workers' Compensation claim by a SPRU Worker will be on a case-by-case basis. Final approval of claims rests with the Department of the Treasury, Division of Risk Management.

The RM-2 Form, Employer's First Report of Accidental Injury or Occupational Disease, is processed and submitted by the Local Office for which SPRU coverage was being provided at the time of the incident. Example: If a SPRU Worker was injured while responding to a case in Bayonne, the Hudson South Local Office would file the claim on the SPRU Worker's behalf with the Division of Risk Management, Treasury Department.

Contact DCF Human Resources, Cost Center 941, for assistance with completing the RM-2 Form or to clarify procedures.

### **Day Work Limitations/Restrictions Apply to SPRU Service                      7-5-2011**

If the job responsibilities of a CP&P employee are limited or restricted due to a diagnosed medical condition, illness, stress, or injury (confirmed by a physician's note), or if the employee is home on "maternity leave," recovering from surgery, or with a broken bone, those same limitations shall apply when the employee works or seeks to work for the DCF After-Hours Response System. The employee, who serves as a SPRU Worker, SPRU Supervisor or After-Hours IAIU Supervisor, is responsible for bringing details about any restrictions or limitations to the prompt attention of the SPRU Coordinator, who, in turn, implements a course of action, as appropriate, to accommodate the presenting situation.

Any exceptional arrangements require the approval of the Area Director.

### **Eligibility to Work SPRU while on Approved Family Leave or Sick Leave                      7-5-2011**

If an employee is out on Family Leave or sick leave for his or her own illness, injury, or incapacity, he or she may not work SPRU in any capacity.

If an employee is out on approved leave to provide care for a family or household member, he or she may work SPRU after hours (upon meeting all required eligibility criteria).